



Classification: Office Technician (Typing)	Position No. 3300-1139-001
CBID: R04	Office: Energy Systems Research Office
Date Prepared: December, 2014	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Energy Resources Specialist III and the lead of the Division Liaison, the incumbent will provide secretarial support for the Energy Systems Research Office (ESRO). Primary support will be to assist the Energy Resources Specialist III and his/her staff with the operation and performance of administrative tasks relevant to the projects and programs assigned to the ESRO. The incumbent must consistently demonstrate a high degree of initiative, independence, and originality in performing administrative functions as well as secretarial duties. In addition, deal effectively and tactfully with ESRO staff and the public, and have a high attention to detail.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Additional hours beyond an eight-hour workday or forty-hour workweek may be required occasionally. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment. The incumbent will use a personal computer and appropriate Energy Commission software such as word processing, spreadsheet, database, electronic mail and Internet.

DUTIES AND RESPONSIBILITIES

The incumbent will be required to communicate effectively, evaluate and prioritize daily workload, and use a personal computer and appropriate Commission software such as word processing, spreadsheet, Program Information Management System (PIMS) database, analytical software, electronic mail and Internet in the performance of the following duties and responsibilities:

- 45% Perform all secretarial duties. Responsibilities include, but are not limited to: a) maintain Energy Resources Specialist III calendar for appointments, meetings, hearings, and where appropriate, prepare necessary agendas, b) make all travel arrangements for both in-state and out-of-state travel for staff, c) review travel expense claims to ensure that they are within established state guidelines, d) prepare travel expense claims for the Energy Resources Specialist III using CalATERS, e) maintain the R&D Office calendar for ESRO, f) track the approval status of all office correspondence requiring management approval, and status of contracts and grants scheduled for consideration at the Research, Development and Demonstration Lead Commissioner and Energy Commission Business Meetings, g) assist the Division Liaison in the Division Administration Unit on preparing the weekly status report and other documents for the division, h) develop, prepare and/or maintain spreadsheets. i) maintain administrative files for the office's programs and projects, including time reports and correspondence, j) track monthly office budget expenses and keep Energy Resources Specialist III informed on a monthly basis of budgetary concerns, and k) maintain and order supplies/equipment for office staff. (E)



- 45% Prepare documents and review correspondence and documents prepared by staff for consistency with office, division and Energy Commission policy, including, but not limited to:
- format and finalize documents, such as research reports following the Energy Commission style guide requirements, Program Opportunity Notices, and Request for Proposals
 - review and proof all documents to ensure they are understandable, in the correct format, and grammatically correct prior to submitting to the office staff for signature
 - finalize word processing materials developed by office/division staff
 - independently prepare, compose and/or review correspondence and documents for the Energy Resources Specialist III signature on a wide range of subjects to ensure compliance with office, division and Energy Commission procedures and policies
 - independently prepare documents, such as meeting agendas, emails and announcements
- 5% Screen and arrange in priority order incoming correspondence (mail, email, telephone messages, etc.), referring to appropriate staff member for reply, and following up to ensure that deadlines are met, Provide answers to general questions regarding specific office programs or referring these contacts to appropriate office staff for technical information. Maintain good public relations by establishing a tracking system to assure answers are provided on a timely basis. (E)
- 5% Other duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div></div> <div>Incumbent Date</div> <div>Office Technician (Typing)</div>	<div></div> <div>Fernando Pina Date</div> <div>Energy Resources Specialist III</div>